

CLAFLIN COMMUNITY CENTER

409 A Street, Claflin, KS

Need help? 620-992-7073

Non Profit Rental per day:		Room Capacity
Kitchen & small room	\$100.00 w/\$100.00 deposit	60 people
Kitchen, small room & large room	\$200.00 w/\$100.00 deposit	225 people
Kitchen, small room, large room & gym	\$325.00 w/\$150.00 deposit	575 people
Gym only	\$150.00 w/\$75.00 deposit	350 people

ANY USE OF ADDITIONAL UNRENTED ROOMS OR FACILITIES MAY RESULT IN LOSS OF DEPOSIT.

Deposits are mandatory and will be refunded when the building is left clean and orderly and the key has been returned. Any and all damage costs will be borne by the renting party. Cleanup is to be done the same day as your event.

Weddings: You may go in the day before to decorate and the clean up must be finished by 12 noon the day after the wedding. For weddings, dances and larger parties, the renter must provide a \$300,000 Liability Insurance Certificate.

More than one function may be scheduled at the same time, please be respectful of other user groups.

- **Tobacco:** No tobacco products are permitted inside the building.
- **Keys:** Keys may be picked up at the City Hall, 111 E Hamilton. Failure to pick up the keys could result in extra fees, if staff must be called out to open the building.
- **Restroom:** Please check restrooms before leaving to be sure all stools have been flushed.
- **Tables & Chairs:** Please wipe down all tables and chairs and return to original spots. Please do not sit or stand on tables or drag them across the floors.
- **Trash:** Please make sure all trash is sacked up and placed in the dumpster outside the Community Center. The grounds around the building must be left in a clean and orderly condition.
- **Floors:** Please sweep and mop all floors as needed.
- **Cleaning supplies:** Cleaning supplies are stored in the janitor's closet located up the ramp to the South, between the bathrooms.
- **Kitchen:** Cleaning of the kitchen will be subject to, but not limited to the following:
 1. All items used, must be cleaned, dried and returned where they belong.
 2. Clean kitchen facilities including sinks, countertops and any spills on or in the kitchen equipment such as ovens, refrigerators etc.
 3. Leave any used kitchen linens in the kitchen sink.
- Any equipment, decorations, food or other items brought in by the renter must be removed prior to the end of your rental period. **Any items left behind are subject to immediate disposal.**
- All doors must be closed and properly locked when the event is complete. All lights turned off.

Please mark rooms to reserve:

- Kitchen & Small Room only**
 Kitchen, Small Room, and Large Room
 Kitchen, Small Room, Large Room & Gym
 Gym only

Name: _____ **Phone#** _____ **Date:** _____ **Key#** _____